

Rubric: Written Report

Criteria	Professional	Experienced	Developing	Novice
Content The information communicated by the written report 40 points	<input type="checkbox"/> The information sufficiently summarized the issue/topic. (10 points)	<input type="checkbox"/> Overall, the information adequately summarized the topic/issue. (8 points)	<input type="checkbox"/> The information left some gaps in the issue/topic. (6 points)	<input type="checkbox"/> The information failed to summarize the issue/topic. (4 points)
	<input type="checkbox"/> Conclusions reached were logical and fully supported by research. (10 points)	<input type="checkbox"/> Conclusions reached were reasonable but lacked supporting documentation in a few cases. (8 points)	<input type="checkbox"/> Conclusions reached were inconsistent in their logic and lacked supporting documentation. (6 points)	<input type="checkbox"/> Questionable conclusions were reached that were not supported by the research. (4 points)
	<input type="checkbox"/> The conclusions were based on the most recent documentation available. (10 points)	<input type="checkbox"/> The conclusions were based, overall, on current information. (8 points)	<input type="checkbox"/> The conclusions were based on outdated information that was still relevant. (6 points)	<input type="checkbox"/> The conclusions were based on outdated information that was no longer relevant. (4 points)
	<input type="checkbox"/> Makes virtually no grammatical or syntactical errors. Establishes credibility with the audience. (10 points)	<input type="checkbox"/> Writes generally correct prose; occasionally fails to catch minor grammatical errors. (8 points)	<input type="checkbox"/> Makes disruptive grammatical/syntactical errors such as run-ons, fragments, unintelligible sentences. (6 points)	<input type="checkbox"/> Makes repeated grammatical or syntactical errors. Frequently misspells homonyms. (4 points)

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Communication Ability to express oneself so as to be understood by others 30 points	<input type="checkbox"/> Ideas were expressed clearly in language that was easy to understand. (10 points)	<input type="checkbox"/> Ideas were expressed clearly with only a few words being difficult to understand. (8 points)	<input type="checkbox"/> Both ideas and words required much effort to understand. (6 points)	<input type="checkbox"/> Ideas were vague and elusive, and language was difficult to understand. (4 points)
	<input type="checkbox"/> Accurate visual aids, including charts and graphs, supported, focused, clarified, and reinforced information given. (10 points)	<input type="checkbox"/> Accurate visual aids, including charts and graphs, added some support to the information given. (8 points)	<input type="checkbox"/> Visual aids, including charts and graphs, were related to information given, but did not clarify or reinforce it. (6 points)	<input type="checkbox"/> Visual aids, including charts and graphs, detracted from presentation raising many questions. (4 points)
	<input type="checkbox"/> Report was neat, grammatically correct, and error-free. (10 points)	<input type="checkbox"/> Report was neat but contained minor errors that did not detract from total report. (8 points)	<input type="checkbox"/> Report contained slight smudges, blurred letters, and grammatical errors that were distracting. (6 points)	<input type="checkbox"/> Report was messy, with many errors in spelling and grammar. (4 points)
Organization How the information is put together 30 points	<input type="checkbox"/> Main points were easy to follow and logical with points building on each other. (10 points)	<input type="checkbox"/> Main points were generally easy to follow and logical. (8 points)	<input type="checkbox"/> Main points were logical but difficult to follow. (6 points)	<input type="checkbox"/> Main points were so difficult to follow that their logic could not be determined, or they were illogical. (4 points)
	<input type="checkbox"/> Sections were clearly identified, and material was easily located. (10 points)	<input type="checkbox"/> Sections were clearly identified and only a few items were difficult to locate. (8 points)	<input type="checkbox"/> Some sections were not identified, and several items were difficult to locate. (6 points)	<input type="checkbox"/> Sections ran together or were not identified, and material was difficult to locate. (4 points)
	<input type="checkbox"/> Supporting documentation was complete and clearly labeled. (10 points)	<input type="checkbox"/> Supporting documentation was clearly labeled, but some items were missing. (8 points)	<input type="checkbox"/> Some supporting documentation was missing, and some was inaccurately labeled. (6 points)	<input type="checkbox"/> Supporting documentation was not provided. (4 points)